

**SAM II HR/PAYROLL  
PAYROLL PROCESSING SCHEDULE**

Down 6:00 pm							
PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY (2)	PRELIM GTN RUN BEGINS 6:00 p.m. (4)	REGULAR GTN/GL INTERFACE (5)	CHECKS AVAILABLE	CHECK DATE
Dec 2003 Pay Cycle 2	12/16/03 to 12/31/03	01/01/04	12/24/03 to 01/07/04	01/07/2004	01/08/2004	01/13/2004	01/15/04
Jan 2004 Pay Cycle 1	01/01/2004 to 01/15/04	01/16/04	01/09/04 to 01/22/04	01/22/2004	01/23/2004	01/28/2004	01/30/04
Jan 2004 Pay Cycle 2	01/16/04 to 01/31/04	02/01/04	01/24/04 to 02/07/04	02/07/2004	02/09/2004	02/11/2004	02/17/04
Feb 2004 Pay Cycle 1	02/01/04 to 02/15/04	02/16/04	02/10/04 to 02/21/04	02/21/2004	02/23/2004	02/25/2004	02/27/04
Feb 2004 Pay Cycle 2	02/16/04 to 02/28/04	03/01/04	02/24/04 to 03/06/04	03/06/2004	03/08/2004	03/11/2004	03/15/04
Mar 2004 Pay Cycle 1	03/01/04 to 03/15/04	03/16/04	3/9/2004 to 03/23/04	03/23/2004	03/24/2004	03/29/2004	03/31/04
Mar 2004 Pay Cycle 2	03/16/04 to 03/31/04	04/01/04	03/25/04 to 04/07/04	04/07/2004	04/08/2004	04/13/2004	04/15/04
Apr 2004 Pay Cycle 1	04/01/04 to 04/15/04	04/16/04	04/09/04 to 04/22/04	04/22/2004	04/23/2004	04/28/2004	04/30/04
Apr 2004 Pay Cycle 2	04/16/04 to 04/30/04	05/01/04	04/24/04 to 05/08/04	05/08/2004	05/10/2004	05/12/2004	05/14/04
May 2004 Pay Cycle 1	05/1/2004 to 05/15/04	05/16/04	05/11/04 to 05/20/04	05/20/2004	05/21/2004	05/26/2004	05/28/04
May 2004 Pay Cycle 2	05/16/04 to 05/31/04	06/01/04	05/22/04 to 06/07/04	06/07/2004	06/08/2004	06/11/2004	06/15/04
Jun 2004 Pay Cycle 1	06/01/2004 to 06/15/04	06/16/04	06/09/04 to 06/22/04	06/22/2004	06/23/2004	06/28/2004	06/30/04
Jun 2004 Pay Cycle 2	06/16/04 to 06/30/04	07/01/04	06/24/04 to 07/07/04	7/7/2004****	07/08/2004	07/13/2004	07/15/04
July 2004 Pay Cycle 1	07/01/04 to 07/15/04	07/16/04	07/09/04 to 07/22/04	07/22/2004	07/23/2004	07/28/2004	07/30/04
July 2004 Pay Cycle 2	07/16/04 to 07/31/04	08/01/04	07/24/04 to 08/07/04	08/07/2004	08/09/2004	08/12/2004	08/16/04
Aug 2004 Pay Cycle 1	08/01/04 to 08/15/04	08/16/04	08/10/04 to 08/23/04	08/23/2004	08/24/2004	08/27/2004	08/31/04
Aug 2004 Pay Cycle 2	08/16/04 to 08/31/04	09/01/04	08/25/04 to 09/07/04	09/07/2004	09/08/2004	09/13/2004	09/15/04
Sept 2004 Pay Cycle 1	09/01/04 to 09/15/04	09/16/04	09/09/04 to 09/22/04	09/22/2004	09/23/2004	09/28/2004	09/30/04
Sept 2004 Pay Cycle 2	09/16/04 to 09/30/04	10/01/04	09/24/04 to 10/06/04	10/06/2004	10/07/04	10/13/2004	10/15/04
Oct 2004 Pay Cycle 1	10/01/04 to 10/15/04	10/16/04	10/08/04 to 10/21/04	10/21/2004	10/22/2004	10/27/2004	10/29/04
Oct 2004 Pay Cycle 2	10/16/04 to 10/31/04	11/01/04	10/23/04 to 11/04/04	11/04/2004	11/05/2004	11/10/2004	11/15/04
Nov 2004 Pay Cycle 1	11/01/04 to 11/15/04	11/16/04	11/06/04 to 11/20/04	11/20/2004	11/22/2004	11/24/2004	11/30/04
Nov 2004 Pay Cycle 2	11/16/04 to 11/30/04	12/01/04	11/23/04 to 12/07/04	12/07/2004	12/08/2004	12/13/2004	12/15/04
Dec 2004 Pay Cycle 1	12/01/04 to 12/15/04	12/16/04	12/09/04 to 12/21/04	12/21/2004	12/22/2004	12/28/2004	12/30/04

- (1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!  
Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.
- (2) Note that system down time in the shaded columns overlap with the Time & Leave Entry period for the next pay cycle.  
As an example, for the May 2004 Pay Cycle 2 the system will be down from 6:00 p.m. 06/07/04 until cycle has completed. This overlaps with the Time and Leave Entry dates of the June 2004 Pay Cycle 1
- (3) Direct deposit information must be submitted to OA Accounting as Agencies receive the information to assure proper processing.
- (4) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.
- (5) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.
- (6) NOTE: The State Treasurer's Office will receive checks & direct deposit advices on the day after the Regular cycle.  
The FINAL DEADLINE for return delivery is 5:00 pm the working day PRIOR to the "Checks Available" date shown above
- \*\*\*\*All LDPR entries must be entered with an effective date of 06/16/04 prior to this paycycle.  
Any reporting categories should be added to the Financial System's RPTG table prior to June 30th